# **CURRICULUM VITAE**



**Name: Walid**

**Walid.368223@2freemail.com**

**Department desire.**

***Finance:* Internal Auditor, Accounts, Cash Control.**

***Field Operations*: Sales and Marketing, workshop/Store, Fleet/Route Management**

 ACADEMIC QUALIFICATIONS

**2009**

Higher Diploma in Applied Accounting - Dalc Educational Institute (Certified by Cambridge and Oxford Universities, United Kingdom)

* Applied Accounting
* Financial accounting
* Management accounts
* Taxation
* Auditing
* Human resources etc

**2007**

Diploma in Management and Auditing - Career Institute of Business

* Business Management
* Accounts
* Book keeping
* Store keeping
* Computer Applications
* Language

**1999**

Kenya Certificate of Secondary Education – Abrar High School.

**1996**

 Kenya Certificate of Primary Education – Ali Bhai Panju Primary School.

 OTHER PROFESSIONAL TRAININGS

|  |  |  |
| --- | --- | --- |
| **YEAR** | **QUALIFICATION** | **INSTITUTION/ORGANIZATION** |
| 20042002 | Microsoft packages & Programming Mobile Phone Repair | Interman Training College, DubaiMombasa Technical College |

 WORK EXPERIENCE & RESPONSIBILITIES

**June 2016 to Feb 2017:**

**Branch Manager,** Keen Kleeners LTD, Rwanda

* Upgrading the company system
* Sales and marketing techniques
* Spearheading business planning and growth as well as customer growth and retention
* Maximize revenue collection and manage costs
* Improve revenue and cost management
* Supervise training of clients in business operations.
* Ensure quality of service in branch service delivery.
* Ensure minimization of exposure to and impact of operational risks inherent in branch service delivery
* Spearheading leadership, which facilitates a conducive work environment and employee satisfaction at the branch.
* Responsible for the branch structure and application of established policies, processes, procedures and tools in achieving compliance requirements, optimal efficiency, resource utilization and cost containment.

**May 2015 to May 2016:**

**Sales Executive,** Taifa Cables and Retreads LTD, Kenya.

* Sales and marketing
* Sourcing of new customer
* Cash collection
* Educating customers on new techniques in tyres usage
* Advising the management on how to increase sales

**April 2014 to Dec 2014:**

**Internal Auditor,** Busimbi Grain millers LTD, Uganda.

* Creating a better structure of the company.
* Setting up accounting system e.g. sage, QuickBooks, Accpac etc.
* Monitoring of income and expense in the company.
* Maintaining the stability of company in a profitable way.
* Setting up the company paper works e.g. invoicing, receipts etc.

**Jan 2013 to Dec 2013:**

**Accountant,** Trailer Technology LTD, Kenya.

* Giving consultation where needed.
* General auditing
* Upgrading accounts from excel to Quick books system.
* Other factors that can reduce expense and increase income.
* Administration management:-
	+ Human resource
	+ Recruiting sales and marketing personnel

**Nov 2007 to Dec 2012:**

**Internal Auditor,** Kampala Coach LTD, Kenya.

* Field operation as physical auditing
* Fleet management.
* Proper maintenance of vehicles including workshop management.
* Reconciling accounts report and scrutinizing stability of the company.
* Building a better structure of the company e.g upgrading/modernizing the company systems for future risks.
* Enforcement of systems, thinking outside the box to come up with strategic plans.
* Income and expense controller.
* Auditing petty cash (Cash Counting), loans, and vouchers
* Checking on the systems operation of the company and reporting to the Managing Director
* Auditing collection accounts in the branches
* Advice the management on the strengths and weaknesses of the internal control system
* Verifying the existing company physical assets and securities
* Visiting various branches
* Checking on account procedures and ensure that they are being followed up
* Performing any other duties as required by the organization

**Feb 2007 to July 2007**

**Part-time Consultant,** Mityana Coffee Factory, Uganda.

* Setting up paper work of the company.
* Advising on new techniques for the company to be used.
* Ways to truckle expenditures
* Accounting systems.
* Management as like to ensure proper chain of command to be enforced.

**Jan 2006 to Dec 2006:**

**Forklift Instructor,** African Line Freight, Kenya.

* Engine replacement
* Fleet management
* Operations management
* Workshop supervision

**Aug 2003 to Aug 2005:**

**Foreman,** Anchor Allied LTD, Sharjah, UAE.

* Monitoring daily company production.
* Three ton forklift instructor.
* Making order for raw materials.
* Stock keeping.

**Jan 2000 to Dec 2002:**

**Hotel Manager,** Mombasa dishes hotel, Kenya.

* Managing daily accounts.
* Reconciling daily accounts.
* Making order for new stock.
* Checking stock and preparing the inventory

 ADDITIONAL SKILLS

**Computer:**

* MS word, excel. access, PowerPoint expert,
* Operating systems, networking &hardware

**Accounting packages:**

* ACCPAC® System, QuickBooks ®, Sage ®, Tally ®

**Personal:**

* Above average analytical skills in various financial accounts
* Working under nearly zero rating supervision and capable of meeting deadlines
* Sharing and suggesting excellence ideas which suit the situations
* Understanding and following the organizational system
* Time conscious and results oriented.

**Language:**

Writing Speaking Reading

English Very good Fluent Very good

Kiswahili Very good Fluent Very good

Arabic Good Not fluent Good

 HOBBIES

 Swimming, watching movies, travelling and learning new things